ACA Register for an Account

The Department of Licensing and Regulatory Affairs (LARA) is in the process of converting to an electronic plan review system. The plans will have to be submitted through the Accela Citizen Access (ACA). The following information will walk you through the process to become an ACA user.

A Public user that does not have a login, should select the link to 'Register for an Account'. In the image below the link is highlighted in yellow.

After the 'Register for an Account' link is clicked, the Account Registration screen displays.
To move forward from this screen, after reading the LARA Systems Use Notification you will click the yellow highlighted check box and click the Continue Registration button.

The next screen will ask you to enter information to become a user. If the user name or email address is already used by the system, a message will display to the user to enter something different.
There is a configuration option to enter your own security question or select one from a select box.
Under the Contact Information section, you will need to select "Add New" button.

LARA
Department of Licensing and Regulatory Affairs

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Account Registration Step 2:
Enter Your Account Information

* indicates a required field.

Login Information

* User Name: ⑦

* E-mail Address:

* Password: ⑦

* Type Password Again:

* Enter Security Question: ⑦

* Answer: ⑦

Mobile Phone:

☐ Receive SMS Messages

Contact Information

Choose how to fill in your contact information.

Add New

Enter the words below

5595

Continue Registration »

Once the Add New button is selected, you will be prompted to Select Contact Type. Once you have selected a contact type click "Continue".
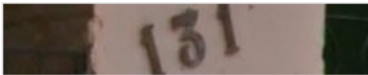
Next the Contact Information screen displays. The "Add Additional Contact Address" button, allows you to enter multiple addresses.

Clicking the Additional Address button will display, the Contact Address Information. Once you have entered your additional address click save and close or click add another address.

Once the address is entered and the "Save and Close" button is selected, the new address displays at the bottom of the Contact Information screen. Click "Continue" to proceed.

After you have entered your contact information, at the bottom of the page you will enter the CAPCHA question and click the "Continue Registration" button.

You will receive a successfully created screen with all the data you have entered.   If you click "Login Now" at the bottom, it will take you to the Accela Citizen Access screen.

This is what the Accela Citizen Access screen looks like.